



*City of Miami Springs, Florida
Office of the City Clerk
201 Westward Drive, Miami Springs, FL 33166
Phone: 305.805.5006, Fax: 305.805.5028*

PUBLIC RECORDS REQUEST
(Florida Statutes §119.07)

Optional Information. However, it may be needed to communicate with you regarding the status of your request.

REQUEST TO VIEW _____ OR FOR COPIES _____ OF PUBLIC RECORDS

DATE OF REQUEST: _____ TIME: _____ a.m. _____ p.m.

PLEASE PRINT NAME: _____

ADDRESS: _____ CELL PHONE: _____

TELEPHONE : _____ FAX NO. _____

E-MAIL ADDRESS: _____

INFORMATION REQUESTED: (Please refer to the Schedule of Charges)

Florida Statutes, §119.07 – Inspection, examination, and duplication of records; exemption:

“If the nature or volume of public records requested to be inspected, examined, or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both”.

NUMBER OF COPIES: _____ @ \$0.15 (one sided) = \$ _____

NUMBER OF COPIES: _____ @ \$0.20 (two sided) = \$ _____

AUDIO TAPES: _____ @ \$10.00 each = \$ _____

VIDEO TAPES: _____ @ \$50.00 each = \$ _____

CERTIFIED COPIES: _____ @ \$ 1.00 each = \$ _____

SERVICE CHARGE: _____ = \$ _____

TOTAL COST: \$ _____

I have received the above described Public Records/Copies of Public Records on:

Date: _____ Time: _____ Signature: _____
(Confirmation of Information Received)

CC: CITY COUNCIL
CITY MANAGER
ASSISTANT CITY MANAGER
CITY ATTORNEY

**CITY OF MIAMI SPRINGS - SCHEDULE OF CHARGES
FEES FOR RECORDS, DOCUMENTS, COPIES AND RELATED SERVICES
EFFECTIVE: 1/12/2010**

CURRENT FEE

Annual Financial Report (Audit)	\$50.00	
Annual Budget	\$50.00	
Certification of Copies	\$1.00	
City Charter	5.00	
City Code Book (Order from Municipal Code)	Actual Cost	
Comprehensive Plan	\$30.00	
Copies of Audio Tape Recordings (per audio tape)	\$10.00	
Copies of Video Tape Recordings (per video tape)	\$50.00	
Copies of CD's (per CD)	\$25.00	
Fingerprinting	\$3.00	Free for residents and business owners only
Lien Search and Update	\$55.00	
Lien Filing fee	\$75.00	
Lien Satisfaction fee	\$75.00	
NSF fee	\$20.00	or 5% of the check amount, whichever is greater
Map, Official City (Small)	\$1.00	
Map, Official City (Large Zoning Map)	Actual Cost	
Minutes, Verbatim	\$10.00	plus \$2.00 per page
Miscellaneous Copies of:		
Ordinances, Resolutions, Documents, City Records, Memoranda or Recommendations, or Items not specifically listed herein		
Per page	\$0.15	
Double-sided	\$0.20	
Notary Service (free to residents, must show I.D.)	\$2.00	per page
Occupational License Holders List	\$50.00	
Police Photographs from Digital Media	\$2.50	per sheet
Police Photographs from Polaroids	\$10.00	
Police Statistical Reports	\$25.00	hour plus \$0.15 per page
Police Voice Recording Tape	\$25.00	hour plus \$1.00 per Cassette tape or CD unless provided
Police Reports:		
Per page	\$0.15	
Double-sided	\$0.20	
Sanitation/Stormwater Customer List	\$75.00	

References:

Ordinances: 588-76 and 652-81.

Resolutions: 81-2625, 82-2648, 90-2869, 95-3006, 97-3064, 99-3107, 2003-3208, 2005-3282, 2006-3307 and 2010-3470.